

## HUMAN RESOURCES DIVISION

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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

### **EMPLOYMENT OPPORTUNITIES**

**JOB POSTING #:** 14-22  
**POSTED:** 02/14/22, 9:00 a.m.  
**EXPIRATION:** until filled  
**TITLE:** Building Safety Inspector- HVAC (Position Code #2420)  
**SALARY:** \$56,004- \$101,435  
**DEPARTMENT:** COMMUNITY DEVELOPMENT  
**DIVISION:** INSPECTIONS

### **GENERAL PURPOSE**

The purpose of this position is to perform routine building and complex technical work in the Building and Inspections Division of the Community Development Department. This includes new construction, additions and remodeling of Commercial and Residential Occupancies. This position also assists in various other inspections and duties as needed in the operations of the Division.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Reviews for compliance with local and state ordinances for plans of new construction;  
Assists the Building Services Director in all aspects of construction inspections;  
Inspects buildings to assess compliance with the local, state, & other applicable codes;  
Issues letter of violation for cases of non-compliance;  
Inspects all public safety emergencies which may involve a possible violation of building codes;  
Assists with inspection of demolition and/or disconnection from City water and sewer services;  
Assists with inspections of street excavations;  
Develops and maintains historical records of ownership and occupancy for all construction within the City;  
Assists in the issuing of all building permits;  
Answers citizen inquiries regarding building code requirements;  
Inspects buildings damaged by fire;  
Assists in the inspection of other construction including, but not limited to, sidewalks, driveways, patios and remodeling;  
Enforces building related codes including International Building Codes, International Residential Codes, International Mechanical Code, and local codes as appropriate;  
Issues correction notices and citations;  
Performs on-site inspections;  
Examines all types of HVAC installations and various other construction related items as qualified.;  
Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate;

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance;

Responds to complex and sensitive building issues;

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing;

Maintains records and documents of customer service issues and resolutions;

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance;

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties;

Assists the Board of Appeals as needed;

Review proposed subdivisions for code compliance;

Performs the duties of a plans examiner, or structural, mechanical, plumbing, electrical inspector as needed and qualified;

Performs other related duties as required;

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from a standard high school or GED equivalent,
- B. Completed a Department of Labor accredited apprenticeship program and have at least five (5) years of work experience in the installation, construction, or inspection of HVAC systems;
- C. A college degree or appropriate coursework in related areas;

Necessary knowledge, skills and abilities:

- A. Previous work experience in the installation of HVAC systems is preferred;
- B. Thorough knowledge of the International Mechanical Code, International Building Codes, and general construction codes, and thorough knowledge of the HVAC field;
- C. Considerable knowledge in HVAC work. Other beneficial knowledge includes carpentry, cement, electrical systems, fire systems, and Illinois Accessibility code knowledge;
- D. Ability to read architectural drawings, and have knowledge of the proper installation of HVAC systems in compliance with the adopted City codes;
- E. Skill in the operation of the listed equipment;
- F. Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing.

## **SPECIAL REQUIREMENTS**

A valid state driver's license.

One or more IBC certification, or able to obtain at least one HVAC Inspector certification within one year of hire.

Must reside within the City of Joliet within eighteen (18) months from the date of hire.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change

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OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**